

# CANDIDATE RECRUITMENT GUIDE

We appreciate your interest in applying for a role with Powerhouse. This guide is designed to help candidates navigate the recruitment process.

## ABOUT US

Located in Sydney, Powerhouse Museum is the largest museum group in Australia. It sits at the intersection of the arts, design, science, and technology and is critical in engaging communities with contemporary ideas and issues. It is the custodian of the Powerhouse Collection, which includes over half a million objects of national and international significance and is considered one of Australia's finest and most diverse collections.

At Powerhouse, we encourage applications from various candidates, including Aboriginal and Torres Strait Islander individuals, those from the LGBTI+ community, people with disabilities, those with caregiving responsibilities, individuals from culturally and linguistically diverse backgrounds, veterans and those residing in regional areas.



Powerhouse Parramatta (Under construction)



Powerhouse Ultimo (Heritage revitalisation)



Powerhouse Castle Hill



Sydney Observatory

## THE APPLICATION PROCESS

Before applying, it is important to carefully review the role description, the salary package offered and the type of employment i.e. Ongoing, Temporary or Casual. These essential details are typically provided in the advertisement.

You will find role openings at Powerhouse on the [workforNSW job board](#), it is a New South Wales Government website. The application process is straightforward: submit a cover letter and a current resume through the website before the closing date. After applications close, a Powerhouse Human Resources representative and

the Hiring Manager will evaluate applications and select candidates to invite for an interview.

## THE IMPORTANCE OF A COVER LETTER

Hiring managers read each application, and the cover letter is an introduction to you. Therefore, you should not underestimate the importance of a well-written Cover Letter. It allows the hiring manager to understand your motivation for applying for a role with us and allows you to stand out from the crowd.

## SHORTLISTING

This is the process for selecting candidates for an interview. Typically, an interview date is set within one to two weeks of the closing date for applications. If your application has been successful, a Human Resources team member will contact you by phone or email and provide details of your interview placement, where to go (in person or online) and what to prepare before your interview placement.

If you do not progress to an interview stage, you will receive an email informing you of the outcome. This may occur after a preferred candidate has accepted the position. Throughout the open application process, any further communication will be sent to your IworkforNSW role application account by a Powerhouse Human Resources team member.

## ELIGIBILITY FOR EMPLOYMENT

To be considered for employment with the NSW Government, you must be:

- an Australian citizen, or
- a permanent resident of Australia, or
- a New Zealand citizen with a current New Zealand passport, or
- a citizen of another country with a current visa that allows the person to work in Australia.\*

\*If you hold a valid work visa, employment will not exceed any limitations imposed by or law regarding your entitlement to work in Australia.

## INTERVIEW AND ASSESSMENT

Our interviews typically last 30 minutes and comprise behavioural questions corresponding to the key capabilities highlighted in the role description. In addition, we ask cultural fit questions during Powerhouse interviews. You might also be asked to complete a verbal, written, or presentation assessment to evaluate your suitability for the role. This assessment can take place during the interview or at a later stage following your initial interview.

In cases where multiple candidates meet the role requirements, the hiring manager may request a second interview. This presents a valuable chance for candidates to showcase how their skills and experience align with Powerhouse's needs and why they are a good fit for the role.

Applicants progressing in hiring may also be asked to complete a psychometric evaluation.

## REFERENCE AND OTHER COMPLIANCE CHECKS

We only conduct reference checks for candidates being considered for employment. To ensure a smooth process, we use the <https://www.xref.com/> platform for online reference checks. Typically, we require two references from your previous supervisors or managers.

As part of our hiring process at Powerhouse, we require a recent Police Check that should have been completed within the last three months. This is a crucial aspect of working with us. Additionally, if you are working with children or in a specialised field within the institution, other checks and license requirements may need to be fulfilled.

## OFFER OF EMPLOYMENT

After we recommend you for a position at Powerhouse and it has been accepted, we will contact you to discuss the specifics of the offer, including salary, benefits, and start date. Our induction sessions occur every other Tuesday, giving you enough time to inform your current employer or take a break before joining our team.

## WORKSITES

Powerhouse is a creative organisation that places our physical collection at the heart of our work. We value the benefits of being present with our colleagues to connect, observe, and create together. This also allows our staff to learn directly from our leaders and mentors, which is essential to our creativity.

Although we typically require our employees to work on-site, our managers may allow team members to work from home on a case-by-case basis for individual and infrequent occurrences.

Our Powerhouse teams are located across multiple worksites, including the Parramatta, Castle Hill, Ultimo, and Sydney Observatory offices.

Staff who apply for roles indicating a site location are encouraged to work on-site and may be required to work between sites for operational purposes.

## OUR BENEFITS

As a new employee, we are committed to guiding and supporting you throughout your time with us. You can expect a warm welcome and opportunities to enhance your skills, carve out your career path, and showcase your talents while representing our thriving museum. At Powerhouse, we recognise that our people are our biggest asset, and your energy and dedication will help us achieve our vision for the future.

For eligible employees, we offer flexible working hours and up to 24 flex balance leave days per year, 20 days annual leave, 15 days sick leave/carer's leave, access to [Fitness Passport](#) and [360 Corporate Memberships](#) and our fund choice, the award-winning [Aware Super Fund](#).

Powerhouse employees are also provided with ICT accessories and infrastructure, staff discounts for school holiday programs at the museum, and discounted car parking with Wilson Car Park at Novotel, Sydney Central, at \$17.00 per day.

## MORE INFORMATION

To find out more about us, please visit our physical and virtual sites: <https://powerhouse.com.au/>

We appreciate your interest in applying for a role with Powerhouse and wish you success in your application.

If you have any questions, please contact the Hiring Manager noted in the advertisement.